

TECHNICAL SUPPORT SUPERVISOR

POSITION SUMMARY: This is a professional position that is primarily responsible for efficient and orderly operations within the Police Technical Support Unit including planning, organizing and supervising the Unit. This position is responsible for technical as well as professional work in areas such as crime scene forensic investigation, evidence and property management, training, budgeting and purchasing. Work involves the use of reasoned judgment and specialized knowledge and skills in activities of the Technical Support Unit.

SUPERVISION RECEIVED: Work is performed under the supervision of Detective Lieutenant or Detective Sergeant.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Maintain the property and evidence inventory as required by CALEA standards, and process and dispose of all evidence and property in accordance with Federal, State and local laws.
2. Work cooperatively with supervisors to establish priorities, develop plans and goals of the Technical Support Unit (TSU), coordinate activities and implement projects.
3. Participate in the preparation and administration of the operational budget and participate in contracting and purchasing activities in accordance with established budgetary, departmental and purchasing policies and procedures.
4. Set and review standards for TSU activities and plan, organize, schedule, administer and direct the daily operation of TSU and its personnel. Review daily TSU work records to determine completeness and accuracy.
5. Conduct inspections of TSU work to ensure proper procedures and equipment are being used.
6. Provide timely training, coaching and performance evaluations of subordinate employees with the goal of improving operational productivity and quality.
7. Identify employee development and training needs and ensure that training is obtained in a timely manner and department staff has required certifications and licenses.
8. Compile and analyze data, identify trends or patterns, conduct research, prepare and maintain charts, tables and reports and make presentations.
9. Research, recommend, implement and train staff on new software programs and upgrades to existing programs and technologies. Complete cost/benefit analysis as appropriate.
10. Coordinate activities with other Police Department Divisions, City Departments and outside agencies as appropriate.
11. Keep abreast of new developments in the field and current issues through continued education and professional growth.

12. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelors degree in Forensic Science, Public Administration or related field and minimum of five years of responsible work experience in the Police Forensic Science field. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Possesses and maintains the required certifications and licenses for the position.
- C. Demonstrates excellent knowledge, understanding and proficiency in all aspects of the essential job functions of the Evidence Technician positions.
- D. Demonstrates proficiency in the use of office and forensic equipment and technology such as computers, software, photography equipment, breathalyzer, video tape and DVD equipment, survey/mapping equipment and other equipment as required.
- E. Knowledge of training and supervisory techniques and City and Police Department policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing and coordinating work activities.
- F. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, volunteer workers, other organizations, vendors and the public.
- G. Demonstrates ability to think strategically, learn about diverse City operations and processes, communicate effectively and maintain favorable department, City and public relationships.
- H. Possesses excellent organizational skills and an ability to approach problem solving in a logical and systematic manner. Skill in organizing schedules and coordinating associated resources.
- I. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written manner to varied audiences, including in a court setting.
- J. Demonstrates the ability to maintain confidentiality on police investigations and evidentiary matters.
- K. Ability to work effectively within deadlines and with changing work priorities.
- L. Ability to work any or all shifts and schedules as necessary to provide proper coverage for all incidents.
- M. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.
- N. This position is a non-sworn, civilian classification. Employees in this classification

have no arrest powers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit for extended periods of time and analyze evidence under magnification. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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